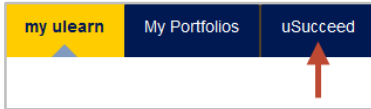


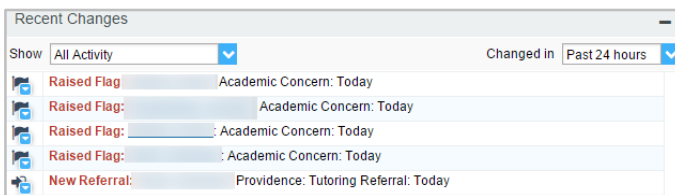
## Instructions

Follow the steps listed for managing (clearing) a flag on an advisee.

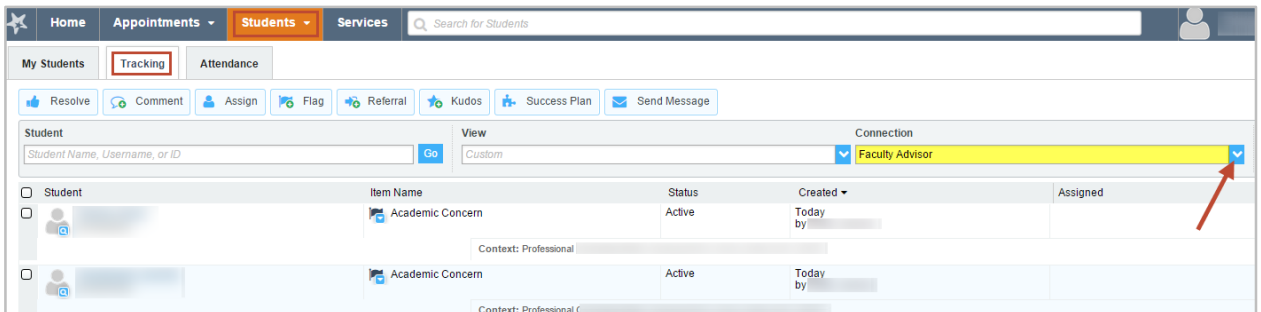
1. Faculty Advisors are able to manage their advisee flags. After flags are raised on advisees, Faculty Advisors will receive an email notification of the flag item. To manage the flag, begin by logging into uSucceed.



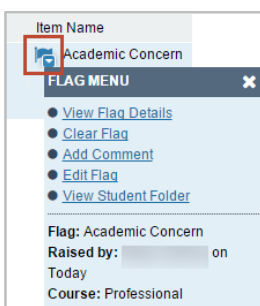
2. On the homepage, recent changes including new flag items and kudos, will be displayed in the **Recent Changes** panel on the right side of the screen.



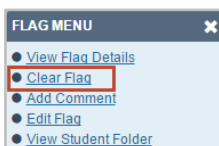
3. To view all advisees and tracking information, click on **Students** across the top bar, then click **Tracking**. Select **Faculty Advisor** from the **Connections** drop down box to view all flag items



4. Click the **Flag icon** next to the Item Name to view the **Flag Menu**.

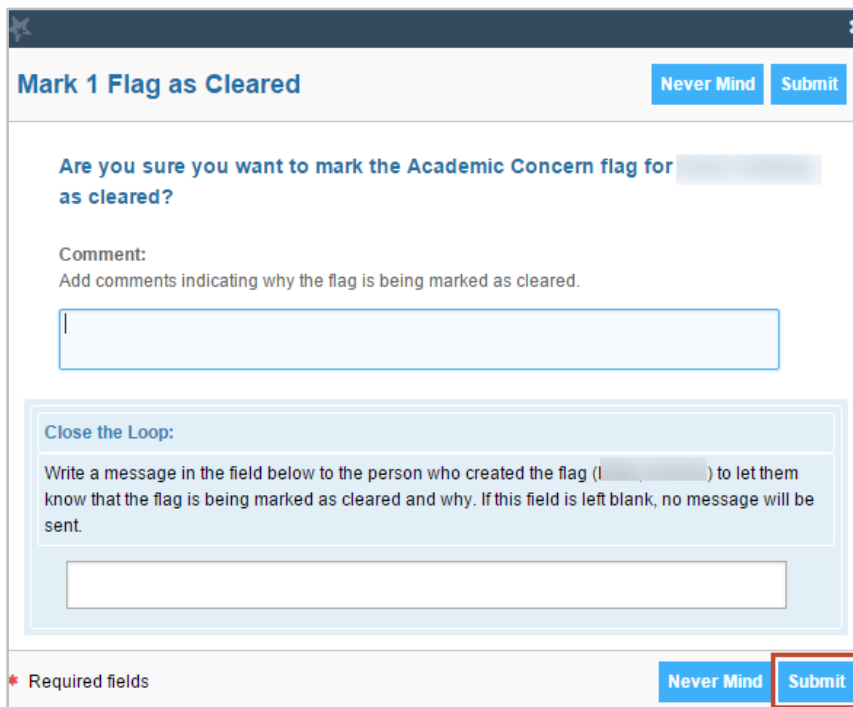


5. Select **Clear Flag**.



# How to Manage Advisee Flags

6. In the **Mark Flag as Cleared** window:
  - a. Provide a comment indicating why the flag is being marked as cleared. This comment will be added to the student folder and the flag will be cleared, but continue to be a part of the student's record.
  - b. Add a comment in the **Close the Loop** comment box to add a message directly to the instructor who raised the flag. This comment will not be a part of the student's record.
  - c. Click **Submit** when finished.



7. Click **OK** in the **Success** window that pops up notifying you that the item is resolved.

